



600.10 Administrative Reports

Number Series: 600 - Corrections Division
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Sheriff's Approval: Digital
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600.10-1 Policy

The Hendry County Sheriff's Office Corrections Division shall submit written reports, provide required reviews and annual report submissions to the Sheriff, or designee, in a timely manner as required.

600.10.2 Quarterly Report to Sheriff

- I. The Jail Administrator shall submit a written report to the Sheriff at least quarterly. The report shall contain the following information for each facility:
 - A. Major developments or achievements;
 - B. Major incidents;
 - C. Population data;
 - D. Major problems and plans for solving them;
 - E. An assessment of staff and inmate morale.
- II. Information for the Quarterly Report shall be gathered and provided to the Jail Administrator by supervisors and other individuals as designated.

REFERENCES

State/Federal Regulations:
Florida Model Jail Standards

FCAC:
N/A

PREA:
N/A

Forms:
Quarterly Report

Other Policy/ Procedure References:
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